DDA 76-4388

1 September 1976

MEMORANDUM FOR: ███████████
CMO/DDA

FROM   : ███████████
Executive Officer, DDA

SUBJECT   : State of the Directorate Address

████████████

    1. Mr. Blake plans to give a State of the Directorate address on 23 September at 10:30 A. M. in the Auditorium. As you know, such an address has not been given for the last two years. He asks that you pull together for him some EEO statistics covering the past two years, and he would leave to your discretion the significance of the statistics, even if they are less than favorable.

    2. In addition to the above, Mr. Blake would like about a two-minute script on our new senior rotation program, use of non-MGers in lower graded MG positions, and whatever else you would like to work in. This, of course, relates to the general question, "Is cross-fertilization in DDA a viable program?"

    3. It is requested that your script outline be submitted to the undersigned by COB 16 September.

████████████

STATINTL

EO/DDA/████████:lm (1 Sept 76)

Distribution:
  Orig - Addressee
    1 - DDA Subject
    1 - DDA Chrono
    1 - RFZ Chrono

DDA 76-4388

1 September 1976

MEMORANDUM FOR: ██████████████

SSA/DDA

FROM   : ████████████

Executive Officer, DDA

SUBJECT   : State of the Directorate Address

      1. Mr. Blake plans to give a State of the Directorate
address on 23 September at 10:30 A. M. in the Auditorium.
As you know, such an address has not been given for the last
two years. One item he would like to cover relates to the
role played by the Office of Security, Office of Medical
Services, Office of Training and SSA/DDA in counterterrorism.

      2. He plans to spend a five- or six-minute portion of
the script in this area and would like at least one vu-graph
which shows the areas of the world visited in the last year
or so by the Office of Security roving security teams. He
would appreciate any other vu-graphs that OMS or OTR might have
relating to the counterterrorism program.

      3. In consultation with the Office of Security, Office
of Medical Services and Office of Training, would you develop
a five- or six-minute script and pull together graphics or
vu-graphs relating to counterterrorism.

██

      6. It is requested that your script outlines, as well
as vu-graphs and/or graphics, be submitted to the undersigned
by COB 16 September.

EO/DDA,████████ 1m (1 Sept 76)
Distribution
   Orig - Addressee   1 - DDA Subject
        1 - RFZ Chrono   1 - DDA Chrono

DDA 76-4388

1 September 1976

MEMORANDUM FOR: F. W. M. Janney
Director of Personnel

STATINTL

FROM : ████████████████

Executive Officer, DDA

SUBJECT : State of the Directorate Address

Fred:

1. Mr. Blake plans to give a State of the Directorate address on 23 September at 10:30 A. M. in the Auditorium. As you know, such an address has not been given for the last two years. He plans to cover, just briefly, Office of Personnel recruitment and would like to have a vu-graph that reflects recruitment statistics through 1975 to date. Also, would you please provide the outline of a script covering several minutes.

2. It is requested that your script outline, as well as the vu-graph, be submitted to the undersigned by COB 16 September.

STATINTL

████████████████████

STATINTL

EO/DDA/████████:1m (1 Sept 76)

Distribution:
Orig - Addressee
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1 - DDA Chrono
1 - RFZ Chrono

DDA 76-4388

1 September 1976

STATINTL   MEMORANDUM FOR: ████████████
                     Director of Communications

STATINTL   FROM   :   ████████████
                     Executive Officer, DDA

          SUBJECT   :   State of the Directorate Address

               Bill:

       1. Mr. Blake plans to give a State of the Directorate address on 23 September at 10:30 A. M. in the Auditorium. As you know, such an address has not been given for the last two years. He would like to develop, in just a few minutes, the essentiality of the communications functions ████████ STATINTL

STATINTL   ████████ Would you please prepare a brief outline of a script covering your functions ████████████ STATINTL Mr. Blake would also like to use a picture, which would lend itself to vu-graph form, of the ████████████ STATINTL

       3. It is requested that your script outline, as well as the picture, be submitted to the undersigned by COB 16 September.

                                          STATINTL

                     ████████████████

STATINTL   EO/DDA ████████ :lm (1 Sept 76)

Distribution:
    Orig - Addressee
       1 - DDA Subject
       1 - DDA Chrono
       1 - RFZ Chrono

DDA 76-4388

1 September 1976

MEMORANDUM FOR: Thomas B. Yale
Director of Finance

STATINTL FROM   : ███████████████

Executive Officer, DDA

SUBJECT   : State of the Directorate Address

Tom:

1. Mr. Blake plans to give a State of the Directorate address on 23 September at 10:30 A. M. in the Auditorium. As you know, such an address has not been given for the last two years. He plans to speak briefly on anything of significance relating to your Office. Would you please provide an outline of a script that might take just a few minutes on significant Finance activities.

2. It is requested that your script outline be submitted to the undersigned by COB 16 September.

███████████████████   STATINTL

STATINTL EO/DDA ████████ :1m (1 Sept 76)

Distribution:
  Orig - Addressee
     1 - DDA Subject
     1 - DDA Chrono
     1 - RFZ Chrono

DDA 76-4388

1 September 1976

MEMORANDUM FOR: James H. McDonald
Director of Logistics

STATINTL FROM : ██████████
Executive Officer, DDA

SUBJECT : State of the Directorate Address

Jim:

1. Mr. Blake plans to give a State of the Directorate address on 23 September at 10:30 A. M. in the Auditorium. As you know, such an address has not been given for the last two years. He plans to speak briefly on anything of significance relating to your Office. Would you please provide an outline of a script that might take just a few minutes on significant Logistics activities.

2. It is requested that your script outline be submitted to the undersigned by COB 16 September.

STATINTL

STATINTL EO/DDA/██████ lm (1 Sept 76)

Distribution:
   Orig - Addressee
      1 - DDA Subject
      1 - DDA Chrono
      1 - RFZ Chrono

DDA 76-4388

1 September 1976

MEMORANDUM FOR: Clifford D. May
                Director of Data Processing

STATINTL FROM   : ███████████████
                Executive Officer, DDA

SUBJECT   : State of the Directorate Address

Danny:

1. Mr. Blake plans to give a State of the Directorate address on 23 September at 10:30 A. M. in the Auditorium. As you know, such an address has not been given for the last two years. He plans to speak briefly on anything of significance relating to your Office. Would you please provide an outline of a script that might take just a few minutes on significant Data Processing activities.

2. It is requested that your script outline be submitted to the undersigned by COB 16 September.

███████████████████████

STATINTL

STATINTL EO/DDA/███████ lm (1 Sept 76)

Distribution:
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DDA 76-4388

1 September 1976

STATINTL MEMORANDUM FOR: ███████████
Assistant for Information, DDA

STATINTL FROM : ███████████
Executive Officer, DDA

SUBJECT : State of the Directorate Address

Hal:

1. Per our discussion with Mr. Blake on the State of the Directorate address, could you and/or ███████████ pre- STATINTL pare an outline of a script that would cover several minutes on the FOIA program since February 1975. He would like a vu-graph showing (1) the number of initial inquiries, broken down by two or three categories; (2) number of appeals; and (3) amount of litigation.

2. It is requested that your script outline, as well as the vu-graph, be submitted to me by COB 16 September.

███████████ STATINTL

STATINTL EO/DDA,███████████:1m (1 Sept 76)

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Approved For Release 2001/09/03 : CIA-RDP79-00498A000300030015-9

STATINTL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Issues of Importance to the Directorate for Administration

FROM:	EXTENSION	NO.
Office of Logistics		DATE

STATINTL

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Deputy Director for Administration 7D26 Headquarters Bldg.				
2. A-EO/DDA	6/23		B	Good questions. Might make interesting agenda items for office or directorate-level management meetings in months to come. /B.
3. ADDA	24/JUN 1976			
4. DDA				Jack: Some or all could be reviewed by the ___ Mike
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				24 JUN 1976
14.				JL 6 3200
15.				